

The Department of the Army -- Job Opportunity Announcement

Changes to this vacancy announcement:

08/17/00--THIS ANNOUNCEMENT IS AMENDED TO ADD A THIRD AND FOURTH NOTE IN THE COMMENTS SECTION.

Job No.: GE00425068

Opening Date: August 17, 2000

Closing Date: September 15, 2000

Position Title (Pay Plan-Series): Geographer (Regulatory Program Manager) (GS-0150), Biologist (Regulatory Program Manager) (GS-0401), Environmental Engineer (Regulatory Program Manager) (GS-0819), Physical Scientist (Regulatory Program Manager) (GS-1301)

Grade: 13

Full Performance Grade: 13

Comments:

1. A valid driver's license is required.
2. Incumbent is required to travel 20 percent of the time or less.
3. Applicants must include the following information in the content of their resume: Summary ratings of the last three annual performance appraisals, training and award history, membership in relevant societies, and professional registration/licenses, if applicable.
4. All applicants must submit their last annual performance appraisal. Appraisals may be Fax'd to 410-306-0159, ATTN: A.Lopez or mailed to NECPOC, Division 1, Branch C, ATTN: A.Lopez, 314 Johnson Street, APG, MD 21005.

This vacancy announcement is a companion to GE00425065. This position is interdisciplinary. The professional series are announced as GE00425068, the non-professional series is announced as GE00425065.

Number of vacancies to be filled by this announcement - One.

Salary: \$60,890 to \$79,155 Per Annum

Region: Northeast

Organization: US Army Engineer District, Baltimore  
Operations Division  
Regulatory Branch  
Baltimore, MD 21203

Duty Station: Baltimore, MD

Area of Consideration:

Army employees with competitive status; and eligible Army CIPMS employees.

Duties: Incumbent serves as Program Manager of one or more of the Regulatory programs, such as transportation, watersheds, enforcement, and resources. The incumbent will have responsibility for administering and executing an assigned program(s) for the Corps Regulatory program within the Baltimore

District which has a geographic area encompassing counties in Maryland, Pennsylvania, and/or Washington, D.C. Assures compliance with the governing public laws and regulations, interagency agreements, policies of Corps Headquarters, and the directives of the District Commander. Develops procedures to implement directives from higher authority, manages, and authorizes Branch-wide program activities. Meets with customers to identify customers needs and priorities to better manage customer expectations and regulatory resource needs. Analyzes and recommends program priorities to the Branch Chief, both short term and long term, incorporating customer needs and priorities. Interprets and directs the implementation of regulations, directives, and procedures affecting assigned functions. Within delegated authority, makes recommendations or final decisions on Department of the Army permit applications within program area of responsibility affecting all waters of the United States throughout the District. Coordinates with other District operating elements such as Real Estate, Office of Counsel, Construction, Operations, Public Affairs, Programs and Project Management, Planning, and Engineering, as appropriate. Keeps the public and other interested parties informed of the Corps regulatory program through media information, participation in seminars, workshops, and discussion sessions, and personal interviews and appearances. Counsels violators concerning the geographic extent of the Corps regulatory jurisdiction, remedial requirements, and after-the-fact permitting procedures and requirements. Assists Branch Chief with the development of, response to, and/or implementation of the full range of programmatic initiatives and requirements which are directed towards the effective, efficient, and consistent application of the Corps regulatory program.

Qualification Requirements: BASIC QUALIFICATIONS:

FOR GEOGRAPHER:

Degree: geograph; or related physical or social science such as geology, meteorology, economics, statistics, sociology, anthropology, political science, history, cartography, computer science, urban studies, or planning that included at least 24 semester hours in geography or related fields. OR Combination of education and experience -- courses equivalent to a major in geography, or a related field that included at least 24 semester hours in geography or related fields, as shown above, plus appropriate experience or additional education related to the position.

FOR BIOLOGIST:

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. OR Combination of education and experience -- courses equivalent to a major, as shown above, plus appropriate experience or additional education related to the position.

FOR ENVIRONMENTAL ENGINEER: A. Professional engineering degree. To be acceptable, the curriculum must be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum or include differential and integral calculus and courses (more advanced than first year science or engineering) in five of the seven areas of engineering science or physics: (1) statics, dynamics; (2) strength of materials (stress-strain relationships); (3) fluid mechanics, hydraulics; (4) thermodynamics; (5) electrical fields and circuits; (6) nature and properties of materials (relating particle and aggregate structure of properties); (7) any other comparable area of fundamental engineering

science or physics, such as optics, heat transfer, soil mechanics, or electronics. OR B. Combination of education and experience - college-level education, training, and/or technical experience that furnished (1)

1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be IAW Qualification Standards Handbook for General Schedule Positions.

FOR PHYSICAL SCIENTIST:

Degree: physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics. OR Combination of education and experience -- education equivalent to one of the majors shown above that included 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education related to the position.

In addition to meeting the basic entry qualification requirements listed above, applicants must have one year of specialized experience equivalent to the GS-12 level as indicated below.

SPECIALIZED EXPERIENCE: Specialized experience is experience which has equipped the applicant with the particular knowledges, skills and abilities to perform successfully such duties as administering and executing a regulatory program(s) that is directed toward improving and enhancing the physical, biological, and chemical integrity of water resources.

Selective Placement Factors/Knowledge Skills and Abilities (KSA's): KSAs not required. Applicants will be rated against resumix job search criteria.

Standard/Other Requirements/ Instructions on How to Apply:

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.

2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.

3. Incumbent is required to file an annual financial statement.

4. Permanent change of station (PCS) funds will be authorized.

5. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

6. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.

7. Candidates must meet Time-in-grade requirements (if applicable).

BASIS OF RATING: Basic eligibility will be determined by assessing the candidate's background against the appropriate OPM Qualifications Standard to include any selective placement factors. Candidates will be rated based on an evaluation of the extent and quality of their experience, education, and training as provided in their Resume. Candidates who meet the Basic Qualification Requirements will be further evaluated on the skills they possess or the extent and quality of skills for Delegating Examining that are directly related to the job duties as described in this vacancy announcement.

WHO MAY APPLY? Please refer to the specific vacancy announcement's Area of Consideration to determine if you are eligible to apply for this position. If you are eligible to apply, follow the procedures for How to Apply.

#### HOW TO APPLY

Submit the required documents to the address listed under Where To Submit Package:

1. If you are currently serviced by the Northeast Civilian Personnel Operation Center, you must have a Resume on file with our office to self nominate. Employees may submit a Resume at any time, however, we cannot guarantee the Resume will be processed by the closing date of the announcement. If you are submitting your Resume in response to this announcement, please note you will also need to include your self nomination. For assistance, you may contact your local Civilian Personnel Advisory Center.

To self nominate, give your Name; SSN; Announcement Number; Position Title, Pay Plan, Series, Grade of the Position you are applying for; Work and/or Home Telephone Numbers; lowest acceptable grade/salary; and typing and/or steno dictation speed words per minute (if applicable). If the position has a mandatory education requirement, please certify as to whether you meet the requirement and how. See Where to Submit Package for self-nomination address.

2. If you are not currently serviced by the Northeast Civilian Personnel Operation Center, you may self nominate if you have a Resume on file submitted within the last year. If you have not submitted a Resume within the last year, you must submit a Resume and follow the procedures 2a-2f listed below.

2a. RESUME. In order to receive consideration, your Resume must be prepared in the format described under Resume Format. It must contain all of the required information. Your Resume can not exceed three pages.

2b. Supplemental Data. Provide the following information on a separate sheet of white bond paper, 8.5X11. Name; SSN; Announcement Number; Date of Birth; US Citizen (Yes or No); Lowest Grade/Salary You Will Accept; Are you a retired military member (Yes or No)?; If yes, please give date of retirement; Are you claiming veterans' preference (Yes or No)?; If yes indicate type of preference code (5 point, 10 point/Disability, 10 point/Compensable, 10 point/Other, 10 point/Compensable/30%); Have you ever received a Government Separation Incentive (Yes or No)?; If yes, please provide date of that separation. Provide the date of your last Performance Appraisal and state whether your last appraisal was fully successful or higher. Please list your particular Eligibility Code(s) from among the following - List all that apply to you. (See Announcement's Area of Consideration to determine your eligibility to apply)

AO - External Army Other (Army employees not currently serviced by the Northeast

Civilian Personnel Operations Center (NECPOC)

AC - Acquisition Corps

CI - Civilian Intelligence Personnel Mgmt System (CIPMS)

CV - 30% Compensable Veteran

DI - Employment Program for People With Disabilities

EO - Executive Order 12721  
IC - Interagency Career Transition Assistance Plan (ICTAP)  
\*See Special Priority Consideration under ICTAP below  
MS - Military Spouse Preference  
NA - Non Appropriated Fund (NAF) Employee  
NS - Non Status Applicant (includes temporary and term appts)  
OS - Outstanding Scholar  
RS - Reinstatement Eligible  
TR - Transfer Eligible  
VR - Veterans Readjustment Appointment Eligible  
VE - Veterans Employment Opportunities Act of 1998 (Schedule B Authority);

Race National Origin (OPTIONAL-For statistical purposes only):  
A-American Indian or Alaskan Native, B-Asian or Pacific Islander, C-Black,  
D-Hispanic, E-White, not of Hispanic origin, or F-Other(Specify); SEX  
(OPTIONAL-For statistical purposes only): M-Male or F-Female.

2c. College Transcripts.

2d. Notification of Personnel Action (SF-50) which indicates  
career/career conditional status (if applicable).

2e. Copy of DD Form 214, Discharge from Military Service to verify  
claim for veterans' preference (if applicable). SF-15 (if claiming  
compensable disability or other 10 pt veterans' preference) and supporting  
documentation, i.e., VA letter dated within 1 year. Veterans' preference  
will not be awarded if documentation is not received.

2f. Copy of any required licenses or certificates.

\*SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION  
ASSISTANCE PLAN (ICTAP). If you are a displaced Federal employee, you may  
be entitled to receive special priority consideration under ICTAP.

1. ICTAP eligibles must be rated well qualified for the position to receive  
consideration. A well qualified employee is defined as meeting all of the  
minimum qualification standards and eligibility requirements as well as  
possessing skills that clearly exceed the minimum qualification requirements  
for the position. A minimum rating score of 80 is required for Delegating  
Examining positions.

2. Federal employees seeking ICTAP eligibility must submit proof they meet  
the requirements of the 5 CFR 330.704. This includes a copy of the agency  
notice, a copy of their most recent Performance Rating and a copy of their  
most recent SF-50 noting current position, grade level, and duty location.

NOTE: If you wish to be considered through this program, please mark  
(ICTAP) clearly on the SUPPLEMENTAL DATA FORM.

Resume Format (Rules):

Follow these rules when preparing your Resume. Your Resume must not exceed  
three pages. TYPE your Resume or use a word processor, ensuring it is clear  
and legible. HANDWRITTEN OR FAXED Resumes will not be accepted. Use a  
minimum margin of 1 inch on all sides of your printed Resume. Use a COURIER  
font, 12 point. You may use boldface or all capital letters for section  
headings. Do not staple, fold, bind, or punch holes in your Resume. Do not

use vertical lines, horizontal lines, graphics and boxes. Do not use two-column format or resumes that look like newspapers. Do not use fancy fonts such as italics, underlining, or shadows. Do not use acronyms or abbreviations, other than to describe type of systems used. Do not submit your Resume on colored paper. Do not submit any documentation not specifically requested. Do not submit a SF171 or OF612.

SAMPLE RESUME/FORMAT:

Francine T Rex (Full Name)  
186 Southeast Ave (Home Mailing Address)  
Aberdeen MD 21001  
410 272-7119 H (Home phone number with area code)  
410 273-1110 W (Work phone number with area code)  
DSN 555-1110 (DSN phone number, if applicable)

SSN: 198673021 (Do not insert dashes between numbers)  
Source: EXT or INTXXX (\*\*see Source Code listing below)  
Highest Grade Held: GS-201-12, Apr 91 - Jan 93 (Pay Plan, Series, Grade, Month and Year)  
Typing: 70 WPM (use exact speed)  
Steno Dictation Speed: 120 WPM (use exact speed)

EXPERIENCE: When describing duties include: Start and End dates (Month and Year); Hours Worked Per Week; Position Pay Plan, Series, Grade (If Federal Civilian Position); Current Salary (If experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade); Employer's Name and Complete Address; Supervisor's Name and Telephone Number; All Major Tasks (Include in your description any systems you have worked on, any software programs you have used, any special programs you have managed, any regulations, directives, etc. you have used, any other job-related information you would like to include.)

EDUCATION: Give your highest level of education completed. If degree completed (e.g., AA, BA, MA) list your major field of study, name of school, year degree awarded and your GPA. If your highest level was high school, list either highest grade completed, year graduated, or date your GED was awarded.

SPECIALIZED TRAINING: List training courses you have completed and consider valuable and relevant to your career goals. Indicate dates and length of training.

LICENSES, CERTIFICATES, AWARDS, and OTHER INFORMATION: List professional licenses/certificates, including date(s) certified and state, language proficiencies, professional associations, awards, and any other pertinent information.

Where to Submit Package:

1. If you already have a Resume on file and are submitting a 'Self Nomination',  
send your self nomination information to:  
Mail: Northeast CPOC, Resumix Project Office, 314 Johnson Street,  
Aberdeen Proving Ground, MD 21005-5283  
E-Mail: selfnom@cpocner.apg.army.mil, subject: selfnom  
FAX: Commercial (410) 306-0229 or DSN 458-0229

2. If you do not have a Resume on file and are submitting a 'Resume' and 'Supplemental Data', send them to:

Mail: Mail your three page Resume and your Supplemental Data Information to: Northeast CPOC, Resumix Project Office, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

E-Mail: Send your Resume as an ASCII text file, no attachments, include a string of fifteen @ symbols on a line immediately above your name (at the start of your resume), place the word Resume in the subject line and E-mail to: resumes@cpocner.apg.army.mil. Include your Supplemental Data Information at the beginning of your email message above the @ symbols. The supplemental data is not considered part of your three page Resume.

3. All other documents such as College Transcripts, DD Form 214, Copies of Licenses and Certifications, etc. cannot be submitted electronically. Therefore, they must be mailed or faxed to the address/fax number listed in paragraph 1 above. Please be sure to identify the documents with your Name, SSN, and the Vacancy Announcement Number.

IN ORDER TO RECEIVE CONSIDERATION, YOUR RESUME, SUPPLEMENTAL DATA, SELF NOMINATION INFORMATION (IF APPLICABLE), AND ANY OTHER PERTINENT DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE (UNLESS OTHERWISE SPECIFIED IN THE ANNOUNCEMENT).

\*\*SOURCE CODES: Select the appropriate source code from the listing below and enter on your Resume.

INTXXX - permanent status employees currently serviced by the Northeast Civilian Personnel Operation Center (NECPOC). Select your servicing Civilian Personnel Advisory Center (CPAC) source code.

EXT - employees serviced by a different Army region (i.e. SECPOC - Fort Benning, NCCPOC - Rock Island, etc), employees of other Federal agencies, term employees, temporary employees and applicants who have never worked for the Federal Government.

Source Code	Area Covered by Code
EXT	EXTERNAL Candidate
INTADE	ADELPHI, MD
INTAPG	ABERDEEN PROVING GROUND, MD
INTBAL	BALTIMORE DIST COE, MD
INTBAY	BAYONNE, NJ
INTBUF	BUFFALO DIST COE, NY
INTCAR	CARLISLE, PA
INTCHA	LETTERKENNY, PA
INTCUM	NEW CUMBERLAND, PA
INTDET	DETROIT DIST COE, MI
INTDTK	FORT DETRICK
INTDIX	FORT DIX, NJ
INTDRU	FORT DRUM, NY
INTENG	NEW ENGLAND COE
INTMON	FORT MONMOUTH, NJ
INTNAT	NATICK, MA
INTNOR	NORFOLK DIST COE, VA
INTNYC	NY DIST COE, NY (INCLUDES NADO)
INTPHI	PHILA DIST COE, PA

INTPIC	PICATINNY, NJ
INTTOB	TOBYHANNA, PA
INTWAV	WATERVLIET, NY
INTWES	WEST POINT, NY

ARMY CIVILIAN PERSONNEL ON-LINE: For more information on How to Apply and to submit Resume or Self Nomination visit the Northeast Region Civilian Personnel Operations Center's Home Page on the internet. The address is: <http://cpolrhp.army.mil/ner>, select RESUMIX and then Job Application Kit. The kit can also be obtained from any of the Northeast Servicing Civilian Personnel Advisory Centers (CPACs).

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided upon request.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.

Army Civilian Personnel Online (CPOL)